



*NASA Shared Services Center*

# **NASA Shared Services Center (NSSC) Center Transition Team Lead Meeting**

## **Finance**

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**May 12, 2005**



# Overview/Introduction



*NASA Shared Services Center*

- The Financial Management (FM) Division will be responsible for performing the inherently governmental functions transitioning to the NSSC, such as travel, E-Payroll, SF224/GL reporting. This organization will oversee the FM work performed by the Service Provider to ensure that the products provided by the Service Provider meet NASA's requirements. The FM Division will be staffed with 45 full time permanent and 2 full time term civil servants.

Source: NSSC Staffing Plan



# NSSC Functional Content



*NASA Shared Services Center*

- Accounts Payable
- Accounts Receivable (Billings/Collections)
- Travel
  - Domestic (vouchers)
  - Foreign (vouchers)
  - Change of Station (authorization/vouchers)
- Payroll
- Property Financial Reporting by Contractors
- Quality Assurance for the NSSC



# Finance Schedule



NASA Shared Services Center

## – FY 2006

- 1st Qtr (10/05)

\*SF 224/GL

- 2<sup>nd</sup> Qtr (2/06)

PCS/Foreign

- 2<sup>nd</sup> Qtr (2/06)

Property Financial Reporting  
by Contractors

- 3<sup>rd</sup> Qtr (4/06)

Domestic Travel

- 3<sup>rd</sup> Qtr (5/06)

Payroll

- 4<sup>th</sup> Qtr (6/06 – 7/06)

AP/AR Wave 1

- 4<sup>th</sup> Qtr (7/06 – 8/06)

AP/AR Wave 2

## – FY 2007

- 1<sup>st</sup> Qtr (10/06)

\*\*SF 224/GL

- 2<sup>nd</sup> Qtr (1/07 – 2/07)

AP/AR Wave 3

- 2<sup>nd</sup> Qtr (3/07)

\*\*\*SF 224/GL

## – FY 2008

- 1<sup>st</sup> Qtr (10/07)

One ALC

\*NSSC as an Entity—N/A  
based on AIN 10 decision

\*\*Wave 1 & 2

\*\*\* All



# NSSC Finance Division



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Authorized Ceiling: 45  
Term Appointments: 2

**Chief, GS-15**  
**Administrative Specialist, GS-9/11/12**  
**Secretary, GS-7/8**

3

13

16 + 2 terms

13

## Financial Services Branch

Chief, GS-14/15  
Lead Accountant, GS-13/14  
9 Fin. Mgmt Spec., GS-11/12  
2 Fin. Mgmt. Spec., GS-7/9

## Payroll/Travel Branch

Chief, GS-14/15  
Lead Payroll Accountant, GS-13/14  
3 Fin. Mgmt. Specialists, GS-7/9/11  
2 Sr. Accountants Labor, GS-12/13  
Accountant Labor, GS-11/12  
2 Accountants Labor, GS-11/12 Term  
Lead Travel Accountant, GS-13/14  
2 Sr. Fin. Mgmt. Spec., GS-11/12  
5 Fin. Mgmt. Spec., GS-9/11

## Financial Accounting Branch

Chief, GS-14/15  
Sr. Quality Control Spec., GS-13/14  
2 Quality Control Spec., GS-11/12  
1 Quality Control Spec., GS-7/9  
2 Accountants General Ledger, GS-12/13  
2 Accountants General Ledger, GS-11/12  
2 Fin. Mgmt. Spec., GS-9/11  
Property Accountant, GS-12/13  
Property Accountant, GS-11/12



# Process Flows



*NASA Shared Services Center*

- Travel (Domestic and Foreign)
- Change of Station
- Payroll
- Accounts Receivable
- Accounts Payable – Grants
- Accounts Payable – Other
- Property Financial Reporting by Contractors



# Status of Open Action Items



*NASA Shared Services Center*

- Labor Distribution System
- Property Financial Reporting
- Receipt of Invoices
- Cash Collections
- Draft Change of Station/Foreign Transition Plan

Source: Project Plan and Action Lists



# Additional Information



*NASA Shared Services Center*

- Staffing
  - All PDs written and submitted to HR for second round
- Joint Procurement/Finance Teams
  - Scanning/Attaching Documents
  - Checklist
  - Workflow
- Duties Staying at the Center
- Bi-weekly telecons with Agency DCFO





# Issues/Opportunities



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- IFM Stabilization/Upgrade
  - Continue to monitor
- Core Financial—Fully Operational
- Standard Compliance with FMR
- Manual Grant Process
  - Continue to Monitor
  - Notify Service Provider



# Expectations of Center Transition Teams



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- **Continue to support the team telecons, meetings and ViTS**

**---Business as usual---**



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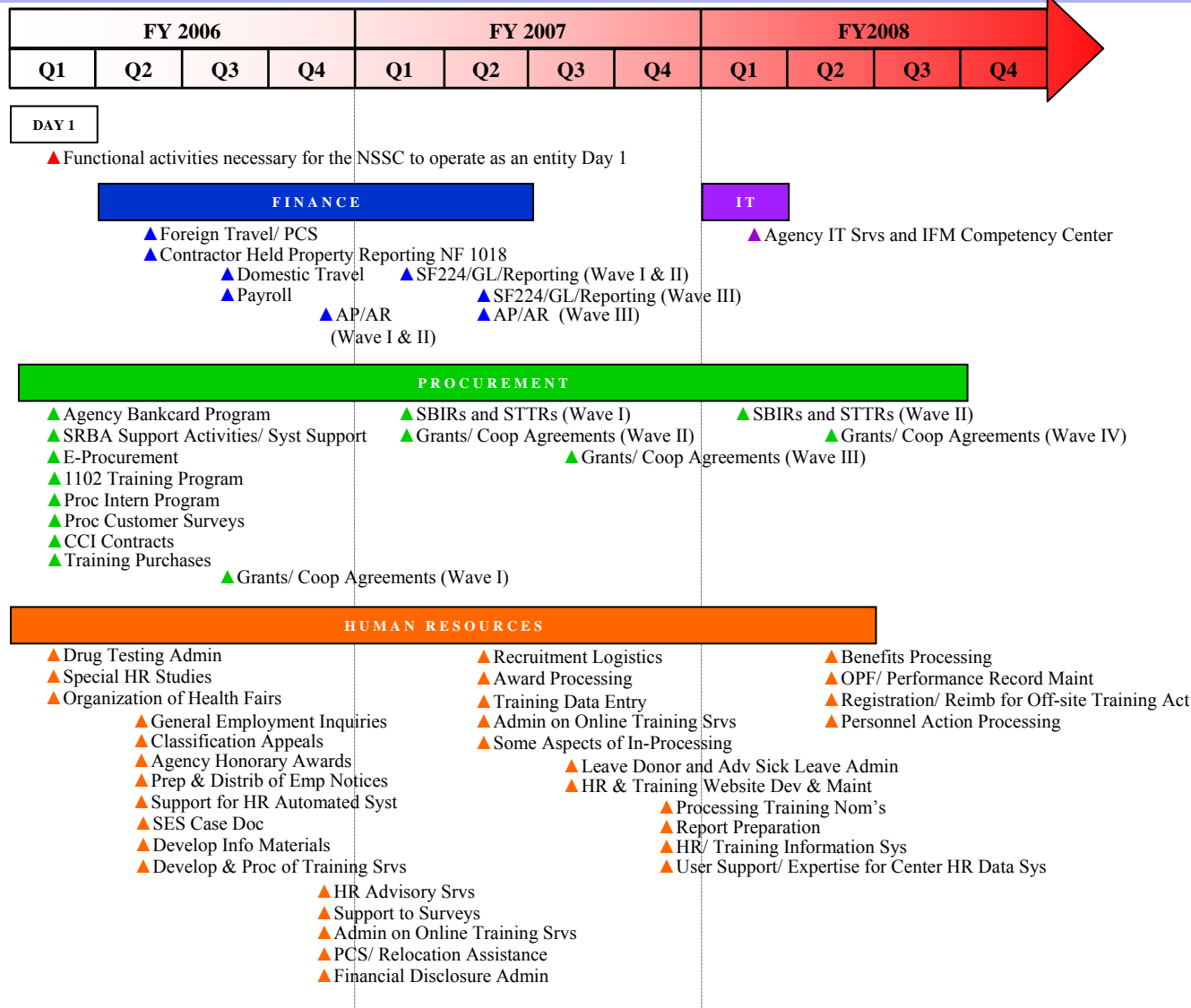
# BACK UP



# NSSC Activity Transition High-Level Schedule



NASA Shared Services Center





# Functional Training Requirements



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- SAP Required Courses
- Travel Manager Required Courses
- Appropriation Law
- Certifying Officer
- Prompt Payment Act
- DOI Training
- Reconciliation Training—NASA Provided
- Federal Travel Regulations
- Change of Station
- Treasury Training (IPAC, SF224, FACTS)

Source: Training Plan



# Finance Schedule



*NASA Shared Services Center*

- September, 2003 Business Plan
- May, 2004 Meeting with DCFO, Acting Director Financial Management, Deputy Finance Transition Lead, and Finance Transition Lead to finalize schedule
- Considerations
  - Functions already consolidated
  - Availability of training
  - Fiscal year-end activity
  - Number of transactions per Center
  - Impact to customers
  - AP/AR Wave 1 includes Center closest to site and JSC
  - AP/AR Wave 3 includes GSFC/HQ/NMO
  - Risk



## 2<sup>nd</sup> Level Org/Staffing



*NASA Shared Services Center*

Job #	Position Title	Series	Series-Grade	Job Title	Desired On-Board Date
1	Supervisory, Accountant	510	<del>GS-</del> 15	Director, Financial Services	Jun-05
4	Supervisory, Accountant	510	GS-14/15	Chief, Financial Services	Jun-05
35	Supervisory, Accountant	510	GS-14/15	Chief, Financial Accounting	Jun-05
17	Supervisory, Accountant	510	GS-14/15	Chief, Payroll/Travel Office	Jul-05
5	Lead, Accountant	510	GS-13/14	Lead, Accounts Payable and Accounts Receivable	Aug-05
16	Financial Mgmt. Specialist	501	GS-07/09	Collection Agent	Aug-05
6	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Aug-05
7	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Aug-05
27	Lead, Accountant	510	GS-13/14	Accountant, Travel	Aug-05
18	Lead, Accountant	510	GS-13/14	Accountant, Payroll	Aug-05

Source: Consolidated Staffing Plan



## 2<sup>nd</sup> Level Org/Staffing



*NASA Shared Services Center*

Job #	Position Title	Series	Series-Grade	Job Title	Desired On-Board Date
2	Secretary	318	GS-07	Secretary	Oct-05
3	Administrative Specialist	301	GS-09/11/12	Administrative Specialist	Oct-05
40	Accountant	510	GS-12/13	Accountant, SF 224/GL	Oct-05
30	Financial Mgmt. Specialist	501	GS-09/11	Accountant/Auditor/Certifying Officer--PCS	Dec-05
31	Financial Mgmt. Specialist	501	GS-09/11	Accountant/Auditor/Certifying Officer--PCS	Dec-05
32	Financial Mgmt. Specialist	501	GS-09/11	Accountant/Auditor/Certifying Officer--PCS	Dec-05
28	Senior, Financial Mgmt. Specialist	501	GS-11/12	Accountant/Auditor/Certifying Officer--PCS	Dec-05
29	Senior, Financial Mgmt. Specialist	501	GS-11/12	Accountant/Auditor/Certifying Officer--PCS	Dec-05
33	Financial Mgmt. Specialist	501	GS-09/11	Accountant/Auditor/Certifying Officer--Domestic	Dec-05

Source: Consolidated Staffing Plan





## 2<sup>nd</sup> Level Org/Staffing



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Job #	Position Title	Series	Series-Grade	Job Title	Desired On-Board Date
47	Accountant	510	GS-11/12	Accountant, Property	Dec-05
46	Senior, Accountant	510	GS-12/13	Accountant, Property	Dec-05
19	Financial Program Specialist	501	GS-07/09 /11	Financial Program Specialist, Interpretation of regulations and policy	Jan-06
20	Financial Program Specialist	501	GS-07/09 /11	Financial Program Specialist, Interpretation of regulations and policy	Jan-06
21	Financial Program Specialist	501	GS-07/09 /11	Financial Program Specialist, Interpretation of regulations and policy	Jan-06

Source: Consolidated Staffing Plan



## 2<sup>nd</sup> Level Org/Staffing



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Job #	Position Title	Series	Series-Grade	Job Title	Desired On-Board Date
24	Accountant	510	GS-11/12	Accountant, Labor	Jan-06
25	Accountant	510	GS-11/12	Accountant, Labor	Jan-06
26	Accountant	510	GS-11/12	Accountant, Labor	Jan-06
22	Senior Accountant	510	GS-12/13	Accountant, Labor	Jan-06
23	Senior Accountant	510	GS-12/13	Accountant, Labor	Jan-06
37	Quality Control Specialist	510	GS-11/12	Quality Control Specialists/Audit Liaison	Feb-06
38	Quality Control Specialist	510	GS-11/12	Quality Control Specialists/Audit Liaison	Feb-06
39	Quality Control Specialist	510	GS-07/09	Quality Control Specialists/Audit Liaison	Feb-06
36	Senior, Quality Control Specialist	510	GS-13/14	Quality Control Specialists/Audit Liaison	Feb-06

Source: Consolidated Staffing Plan



## 2<sup>nd</sup> Level Org/Staffing



*NASA Shared Services Center*

Job #	Position Title	Series	Series-Grade	Job Title	Desired On-Board Date
34	Financial Mgmt. Specialist	501	GS-09/11	Accountant/Auditor/Certifying Officer-- Domestic	Feb-06
8	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Apr-06
9	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Apr-06
10	Financial Mgmt. Specialist	501	GS-07/09	Collection Agent	Apr-06
11	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Jun-06
12	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Jun-06
13	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Jun-06

Source: Consolidated Staffing Plan



## 2<sup>nd</sup> Level Org/Staffing



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Job #	Position Title	Series	Series-Grade	Job Title	Desired On-Board Date
44	Financial Mgmt. Specialist	501	GS-09/11	Financial Mgmt. Specialist, SF 224/GL	Jul-06
41	Accountant	510	GS-12/13	Accountant, SF 224/GL	Jul-06
43	Accountant	510	GS-11/12	Accountant, SF 224/GL	Jul-06
45	Financial Mgmt. Specialist	501	GS-09/11	Financial Mgmt. Specialist, SF 224/GL	Jan-07
14	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Jan-07
15	Financial Mgmt. Specialist	501	GS-11/12	Certifying Officer	Jan-07
42	Accountant	510	GS-11/12	Accountant, SF 224/GL	Jan-07

Source: Consolidated Staffing Plan



# Update of Open FM Risks



*NASA Shared Services Center*

- Failure to achieve NSSC SAP Configuration changes for Transitioning Activities
  - Ensure IFM Competency Center is fully engaged in the NSSC activities.
  - (Upgraded to Medium Risk by K. Newton on 11/09/04) – Medium Risk
  - Mitigation:
    - IFM established NSSC as a project
    - Obtain full time IFM team support for Finance and Procurement
    - Hold bi-weekly telecons with the Competency Center
    - Designated NSSC BPL
    - Obtained Accenture support

**Source: NSSC Risk Matrix and Functional Identified Risks**